**Wiggenhall St Mary Magdalen** **Parish Council**

**Minutes of the Annual Meeting of the above named Parish Council held on 9 May 2019**

Before the meeting all councillors signed Declaration of Acceptance forms and Consent forms, witnessed by the clerk

**Present - Cllrs:** R Bone, B Dent, P Koczerzat, J Morton

Clerk – S Goodwin 3 members of the public present

Ed Fisher as ex Cllr Fisher chaired the first item, 17.19a

1. **Election of Chair and Vice-Chair**

a Proposed, seconded and agreed that Cllr. Bone be elected as Chair

Declaration of Acceptance of office was signed and witnessed

Cllr Bone took the Chair and E Fisher left the meeting

b Proposed, seconded and agreed that Cllr. Koczerzat be elected as Vice -Chair

Declaration of Acceptance of office was signed and witnessed

1. **Apologies for absence**

None

1. **Minutes of Meetings**

11 April 2019. Having been circulated previously, it was then agreed that the minutes were a true and accurate record of the meeting

1. **Declarations of Interest and Requests for Dispensations**

None

1. **Public Speaking**

New steps at Lodes Head are not suitable for dogs and step edges are not easy to see.

1. **Co-option**

One application had been received for co-option to the PC. This was agreed. P Heyes completed Declaration of Acceptance form, witnessed by the clerk and took his seat with the councillors

1. **Matters arising (for information only)**

185.18b E-mail received to say that Mobile Post Office services under new timetable commenced 4 March

1. **Correspondence (for information only)**

a Invitation to prepare a display for Parish Church of Wiggenhall St Mary Magdalene Flower Festival. Parishioner to be asked to prepare display on behalf of PC

b Parishioners e-mail expressing concern at anti-social behaviour at Magdalen Bridge. Environment Agency, Police and Watlington PC informed and all assisting complainants.

c Information received about Dial a Bus service. Details circulated to councillors and will be published in Eagre News

1. **Appoint Representatives, co-ordinators and working party groups**

**C – co-ordinator**

a Clean-up Team – Cllrs Bone, Morton (C), and Koczerzat

b Speedwatch Team co-ordinator – Cllr Bone

c SAM2 Team– Cllr Koczerzat (C), Morton and Ed Fisher

d Defibrillator monitoring – Cllr Morton – weekly check and Cllr Bone – monthly check and report

e Magdalen Village Hall Representative – Cllr Dent

f Parish Council website administration – Cllrs Dent, Heyes and Koczerzat

g Monthly account checks – Cllr Heyes

h SNAP representative – Cllr Koczerzat

1. **Highways**

a Pot holes at Church Road junction and Fen Road to be reported.

b Norfolk County Council have set date for commencement of completion of Trod. 3 June 2019.

c Rangers had cleared pathway between Mill Road and Stow Road but were unable to clear weeds from gutters as this is responsibility of King’s Lynn Borough Council

d Footpath 4 alongside allotments has not been widened as promised and Footpath 9 is overgrown. Cllr Heyes to contact Eau Brink manager to arrange a meeting

e SAM2 data to be stored on laptop to be donated by E Fisher. Councillors are happy that all data is kept on one laptop and do not require the software for their own laptops

1. **Reports**

a Speedchecks 4 checks carried out with 23 vehicles reported. A further check had 15 vehicles to be reported in one hour.

b Cleanup team litter pick on main route around the village resulted in 5 bags of rubbish. Flytipped rubbish on concrete slab in Burnt Lane was removed either by Eau Brink farm or KL Borough Council. Rubbish in dyke in Burnt Lane is responsibility of private landowner. NCC to be made aware that rubbish is there and not being removed by landowner.

c Next SNAP meeting to be held 20 June Possibility of drop in sessions to be held in the area in May/June. No dates known

1. **Councillors e-mail accounts**

Agreed that all councillors to have Parish Council e-mail accounts. Each councillor to set up address following format of [firstnamesurname.magdalenpc@gmail.com](mailto:firstnamesurname.magdalenpc@gmail.com). This address to be used for Eagre News, Noticeboard and Website

1. **Annual Reviews as per Standing Orders**

Resolved that policies including Standing Orders, Financial Regulations, etc be reviewed at subsequent meetings as per calendar of agenda items currently used.

1. **Planning**

**Appeal Reference APP/V2635/C/18/3210359** for

Holly House Farm, Stow Road with regard to issued Enforcement Notice

Decision by Planning Inspectorate.

1. It is directed that the enforcement notice be corrected by the deletion of the words “paddock land”, which occurs twice in paragraph 3 of the notice, and their replacement with the words “the keeping and exercising of horses”.

2. Subject to this correction, the appeal is allowed and the enforcement notice is quashed.

1. **Finance**

a Resolved to accept monthly accounts and bank reconciliation to 30 April 2019

b Resolved to accept offer of 6 year agreement paid in advance for Church clock maintenance. £200 to be set aside annually in readiness for renewal of contract in 6 years time

c Resolved to set up DDM to pay King’s Lynn Drainage Board and claim 2.5% discount

d Agreed to purchase copy of Good Employer Guide at a cost of £3.50 plus p& p

e Agreed schedule of regular payees as required by Financial Regulations

f Resolved that payments be made as follows



**32.19 Finance (Cont’d)**

g As there are insufficient funds, replacement of the village sign will be considered in the next financial year. Meanwhile sign is to be protected with layer of clear varnish

h All councillors were appointed signatories with online access for Parish Council banking

1. **Councillors Concerns and Future Agenda Items**

It was noted that the gate to Track 1 had been left open with the chain and padlock left on the floor. Tenants to be reminded to ensure it is always locked. Weeds now appearing in centre of track one. Weedkiller to be purchased by clerk

1. **Public Speaking**

No comments made

1. **Date of Next Meeting**

13 June 2019

Meeting closed at 8.45pm

Signature ………+…………………………………… Date …………………………………..